

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 15/03/2021		Prepared by: MINUH.	
PO/WO no. 75335.		PO / WO Date. 02/03/2021	
Supplier Name: Ashaya Traders.		PO/WO amount: ₹ 664/-	
Firm/Company: S S LLP.		Project: SHLLP.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1120	09/03/2021	₹ 664/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): ₹ 664/-			
Sl. No.	DC No	DC. Date	MRN No.
1.			87860.
2.			
3.			
			DC matches MRN
			☒ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
Amount B - Other Credits : Transportation charges			
Amount C - Other Debits :			
Amount D (D=A+B-C) - Amount to be credited to the supplier:			
Amount E - PO / WO value:			₹ 664/-
Amount F - Difference (A - E): GST-18%			₹ 664/-
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)
Excess / short material received			☐ Approved - within acceptable limits ☐ No (explained below)
Close PO / W/O			☒ Yes ☐ No - wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)			☐ Yes - Rs. /- ☒ No
Payment - due date			
Remarks:			20/03/2021
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:			
Date			15 MAR 2021

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve POs/WOs upto Rs. 10,000/-. Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/-. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-



TAX INVOICE

AKSHAYA TRADERSCell : 9959611144
9381004542Suppliers : BOMBAY BROOMS, SPONGES, GOA ROPES,
BLUE SHEETS, DIAMOND MESH, FOAM SHEETS Etc.

H.No. 6-4-392/1, New Bholakpur, Secunderabad - 500 003. T.S.

Invoice No. 1120

GSTIN : 36BFYPA0121A1Z3

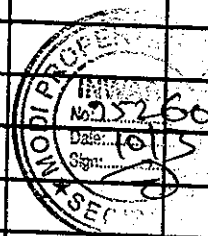
Date 09/02/2021

Name: Summit Sales LLP GSTIN: 36ACA P52044C1Z77

Address: P.O.No. 75335

State: State Code:

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold fast	7314	100	48	4800			864	5664/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15	Certified by:								
16									
17									
18	Stores Manager								

Mode of Payment
Cash/Cheque/Cheque

INWARD	
Inward No: 15996	Dt: 9/2/21
No. N No: 89860	Dt: 9/2/21
Received By:	Sign: [Signature]
SUMMIT SALES LLP	

Total Amount	4800/-
Add CGST 9%	432
Add SGST 9%	432
Total GST	864
Total Amount	5664/-

Rupees in Words.....

Receiver's
SignatureFor Akshaya Traders
[Signature]
Proprietor

Purchase Order



75335

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From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3

9381004542

9959611144

Doc No	75335	168460
Doc Date	02-03-2021	
Quote No	Nil	
Quote Date	02-03-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2105 - Carpentry - hardware - Holdfast - other - kgs	100.00	48.00	0.00	18.00	5,664.00
Total Order Value . . .					5,664.00

Rupees : Five Thousand Six Hundred Sixty Four Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next Day.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintenance purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Summit Sales LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Akshaya Traders**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Summit sales llp		Date:		02.03.2021	
Site & Phase :		Summit housing llp		Time:		12.00	
Supplier				Req. No.		168460	
Material required before date:				ID No.		64405	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Hold fast 75335		100	kgs			
2	Roff R.B.R bonding agent	3 ltrs	06	nos			
3	Tile adhesive - roff brand 75334	20 kgs	20	bags			
Remarks: Stock maintenance and site use							
Prepared By		NEHA					
Sign. & Date		02.03.2021		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
 02 MAR 2021
 P. PRABHAKAR
 Sr. MANAGER PURCHASE